



## IC Memorandum 13-33

To: KEHP Insurance Coordinators (ICs)  
From: Department of Employee Insurance (DEI)  
Re: UPDATE – Send New Hire 2013 Applications to DEI  
Date: October 10, 2013

Please send all new hire 2013 health insurance applications to DEI. Do not enter new hires in KHRIS until further notice.

DEI and the KHRIS team have discovered an issue where new hire enrollments are activated in KHRIS, then automatically overwritten with a 2014 default “enroll or waive” election the next day. The KHRIS team is investigating the issue and working to resolve.

Until further notice, send the new hire application, via mail, to DEI. We will enter the member and add the 2013 election. Please do not fax – faxes should be used for access to care issues only.

